ADMINISTRATOR'S POSTED PENDING SCREENS

Be sure your **Outstanding CC**s are added. If you see Outstanding CC on the main menu, select it to add outstanding credit cards and any outstanding (or "unpopulated") transactions associated with them.

Click **Back** and then select **Admin** on the **main menu**.

Select **Outstanding CC** to search for and add missing transactions.

Select **Reports** and run the **Potential Posted Pending Report** for the dates of July 1 through June 30 (the fiscal year).
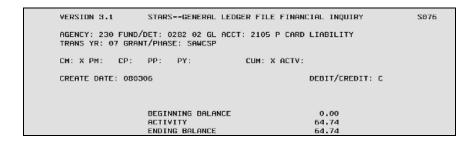

Select **Posted Pending** on the **Admin** screen.

Use dates for the full Fiscal Year – July 1st through June 30th, then click **Execute Posted Pending**. The gray box will show how many were post pended.

The goal is to get all transactions for the year posted to expenditures (appropriations) and into the P-Card liability account GL 2105. (See STARS Online Inquiry screen 76.)
Your final P-Card payment should clear this GL 2105 to zero for the end of the month.

Remember that P-Card will automatically make adjustments when the Posted Pending transactions are finally verified and approved in P-Card. You do not have to do anything special to process these.